

Court Reporters Board of California

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833

Toll Free Phone: 877-3ASKCRB (327-5272) • Fax: (916) 263-3664

www.courtreportersboard.ca.gov



APPLICATION FOR EXAMINATION AS A CERTIFIED SHORTHAND REPORTER

For Office Use Only

Cash No.

Application must be submitted 30 days prior to examination.

\$40 FEE must accompany this application. Remit by money order, cashier's check or personal check payable to the Court Reporters Board of CA.
DO NOT SEND CASH. A \$10 charge will be imposed for returned checks.

Read enclosed materials carefully before completing and submitting this application. The information requested is required under Chapter 13, Article 3 of the Business and Professions Code. All items are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information provided will be used to determine eligibility for examination. The official who is responsible for information maintenance is the Executive Officer to the Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, (916) 263-3660. Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Pub. L. 94-455 [42 U.S.C.A. 405(c) (2)(C)] authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code. Any known or foreseeable interagency or intergovernmental transfer which may be made of the information, when necessary, or other Federal, State and local law enforcement agencies. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. If additional space is needed to complete any section of this application, use additional sheets. You have a right to review the files on record which are maintained on you by the Board unless the records are exempted under Section 1798.40 of the Civil Code.

(PLEASE TYPE OR PRINT)

1.	FULL NAME Last First Middle		
	Have you ever used any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what was that name? _____		
2.	Residence Address: Street and Number		Phone
	City State Zip Code	(Area Code and Number)	
3.	Business Address: Firm Name, Street and Number		Phone
	City State Zip Code	(Area Code and Number)	
4.	Birthdate:		5.
	Social Security Number:		
6.	Education: Name of high school attended: _____ Location: (City & State) _____ Did you graduate from high school? Yes <input type="checkbox"/> Date: _____ No <input type="checkbox"/> GED <input type="checkbox"/> Date: _____		
7.	Qualifying Method (Please mark which method you will be qualifying under) <input type="checkbox"/> Recognized Court Reporting School A verified certificate of satisfactory completion of a prescribed course of study from a CALIFORNIA RECOGNIZED COURT REPORTING SCHOOL, or certification from such school evidencing equivalent proficiency, and the ability to make a verbatim record of material dictated in accordance with regulations adopted by the Board contained in Title 16 of California Code of Regulations.		

7.	Qualifying Method (continued) <input type="checkbox"/> Work Experience -- provide all necessary paperwork <input type="checkbox"/> Possess a National Court Reporters Association Certificate of Merit/or RPR (attach photostatic copy of original certificate) <input type="checkbox"/> Achieved Passing grade on the California State Hearing Reporters examination (attach photostatic copy of original pass letter) <input type="checkbox"/> Licensed as a Shorthand Reporter in any other State Only the following state licenses are accepted by this Board: Georgia, Nevada and Texas (attach photostatic copy of original certificate)	
8.	Have you previously applied for the California CSR examination ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, date last examined?</i> _____	
9.	Have you ever been licensed as a shorthand reporter in this or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what state(s)? _____ License #: _____ Issue Date: _____</i> Have you ever been licensed as a shorthand reporter under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what name? _____</i> Have you ever been disciplined by any shorthand reporting state licensing entity? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what state? _____</i>	
10.	Have you ever been convicted of a crime (other than a minor traffic violation), felony or misdemeanor, or entered a plea of nolo contendere? (Convictions dismissed under Penal Code Section 1203.4 MUST be disclosed.) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If answer is YES, please provide ALL the following certified documents for each offense:</i> 1. Court order showing final disposition, sanctions, and sentence imposed. 2. Court documents showing all sanctions and sentences have been satisfied. 3. A letter from you, signed "under penalty of the laws of the State of California" indicating a) the circumstances which led to each conviction, b) the specific terms of sentencing for each, and c) the current status of each term of each sentencing order. IMPORTANT: Falsification may result in the denial of your application.	
11.	Have you ever been disciplined by ANY licensing entity in this or any other State? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If answer is YES, what licensing entity, in what State/date?</i> _____	

If you are convicted of any crime(s) or have entered a plea of nolo contendere in this or any other State between the time of this application and the time you pass the examination and apply for licensure, you must notify the Board of this information when applying for licensure. Failure to notify the Board of the above, may result in denial of your application or revocation of your license.

I HEREBY CERTIFY under penalty of perjury under the laws of the State of California that the foregoing application and attached documents are true and correct, under the terms of the Certified Shorthand Reporters Law, with full knowledge of the fact that FRAUD OR MISREPRESENTATION ARE GROUNDS FOR DENIAL, OR SUBSEQUENT REVOCATION, OF A CERTIFICATE.

Date

Signature of Applicant

IMPORTANT: Fee (certified check, personal check, or money order) and any necessary documents must accompany your application

RETURN TO: Court Reporters Board of California
 2535 Capitol Oaks Drive, Suite 230
 Sacramento, California 95833